

Web Enabled Safety System



WESS

Module 2

AVIATION SPECIFIC GUIDANCE



WESS Aviation Reporting Module

This module is intended to help the user navigate through some of the 'gotchas' of the Aviation specific input screens, and will get you through the person/aircraft info screens. Follow on modules will guide you through the rest of the info input screens. (entering causal factors, and creating your routing and endorsement chains).

This is NOT a page-by-page input guidance. Input is as directed in other WESS user's guide modules.



WESS Aviation Reporting Module

- before moving on to the next page. However, there are a number of fields that are not marked with an asterisk, that are required before hitting the "Release" button at the end of the application. This is because the asterisked items require entry to take you down a specific path. Some items that are not marked as such may be required for end of report validation. This will be explained further in a later slide.
- You may navigate around the application by using the tree on the left side It works much the same as Microsoft Windows Explorer "trees".
- Attempt to enter all of the data that you can. Most fields have an "unknown", "other", "none", or "N/A" value that will suffice.
- A 'Help' button is available on each page to describe contents/definitions shown on that page.



Circulty the analytical alignment will well to the terminal and

Modules of the Users Guide

- Part 1: Aviation WESS overview
- Part 2: Data entry up through Aircraft and Personnel data
- Part 3: Entering Human related causal factors, recommendations, and CO's comments
- Part 4: Entering Material related causal factors, recommendations, and CO's comments
- Part 5: Validation, Entering the Chop Chain and Endorsement Chain, and selecting Communities of Interest (CADs)
- Part 6: How to create a template report
- Part 7: How to endorse a Hazrep



Some Hyperlinks...

Click here to learn how to get your Hazrep started

Click here to get a hint about using the Drop Down Menus

Click here to find out about Location data entry screens

Click here to learn how to share Hazrep data entry duties with another person

Click here to learn about entering Aircraft info

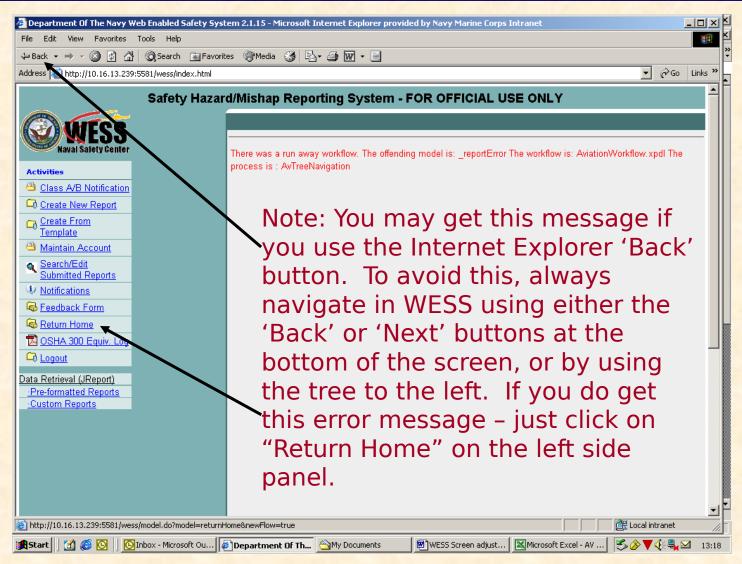
Click here to learn about entering Personnel data

Click here to learn about using the Navigation Tree to move within the report

Or you can just go page-by-page through this module.



Error Messages









Getting Started



Activities

- Class A/B Notification
- Create New Report
- Create From Template
- Maintain Account
- Search/Edit Submitted Reports
- Notifications
- BASH
- Reedback Form
- Return Home
- 🔁 OSHA 300 Equiv. Log
- Logout 🖵

Data Retrieval (JReport)

·Pre-formatted Reports ·Custom Reports

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

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Not for Aviation 3750 Mishap Reporting

Your Existing Reports -

My Draft Reports (1) | Edit Submitted Reports (0) | Shared Reports (0) | Rejected by Routing Chain (0) Rejected by NAVSAFECEN (0) ↑ Routed for My Review (0) ↑ Endorsements Needed (?)

▶ Help

My Draft Reports

Delete Seri#

Description

1115836431389 2 May 2005

pilot LOC due to g forces

So, your CO told you to send a HAZREP. You've gotten yourself logged in to WESS and need to get started.

Select 'Create New Report' from the menu on the left, and you're on your way.



Screen 2

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



Report Type

▶ Help

Activities

- Class A/B Notification
- Create New Report
- Create From Template
- 🚇 <u>Maintain Account</u>
- Search/Edit Submitted Reports
- Notifications
- BASH
- Reedback Form
- Return Home
- 🔼 OSHA 300 Equiv. Log
- Logout Logout

Data Retrieval (JReport)

:Pre-formatted Reports :Custom Reports Note: You can only do Aviation HAZREPs for now. Mishap reporting will come early 2006.

* Indicates required field must be entered before moving to next screen

Next

Select 3750 Hazard

Reset

© 5102 Hazard

∃750 Hazard

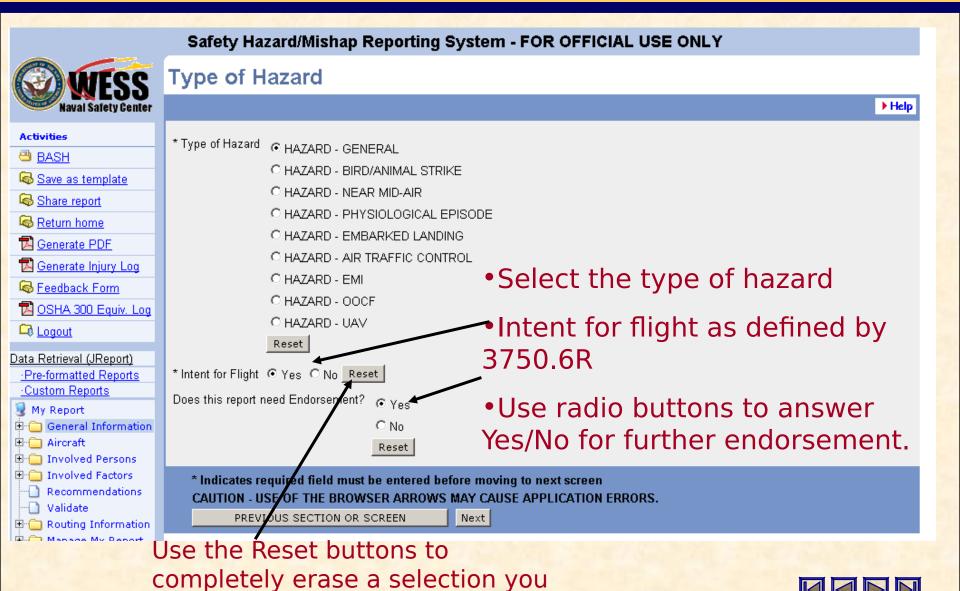
C Don't know, guide me

Not for Aviation 3750 Mishap Reporting

Choose report type C 5102 Mishap

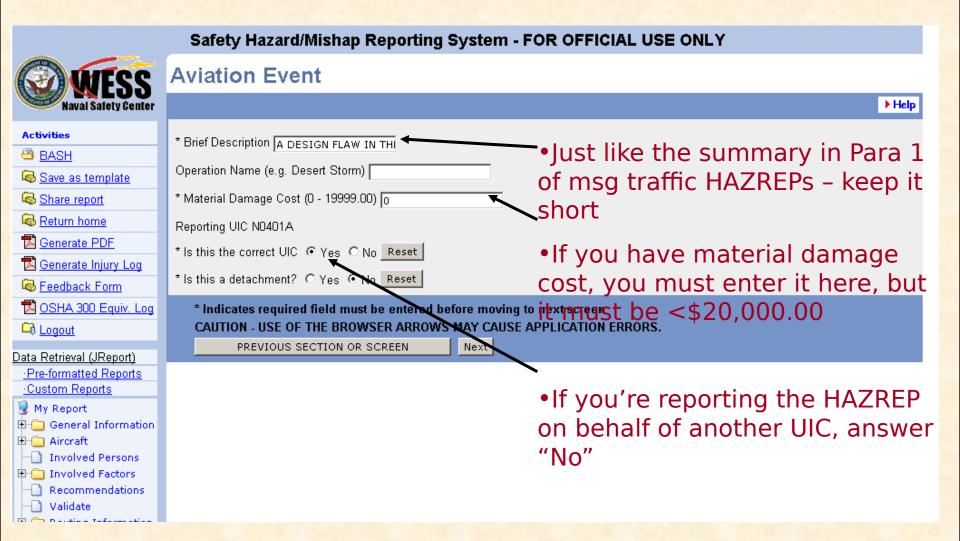


Select Your HAZREP Flavor



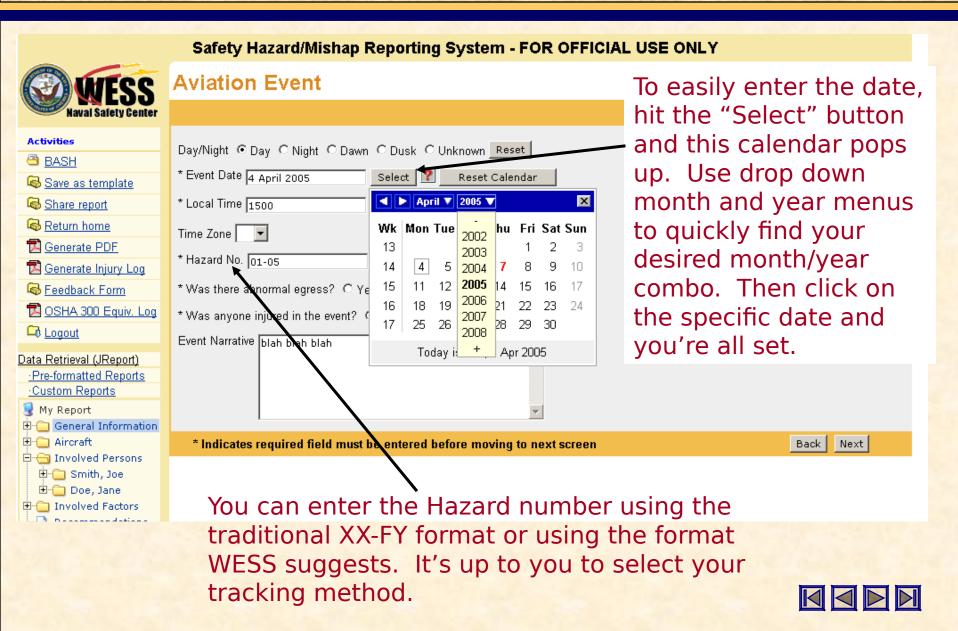
made for a single question

Event Reporting





Making Data Entry Easier



What about the Narrative?

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY Aviation Event ▶ Help Activities Day/Night O Day O Night O Dawn O Dusk O Unknown Reset Save as template * Event Date 29 April 2005 Select | ? Reset Calendar Share report * Local Time 1720 Return home 24 hour clock HHMM (e.g. 2400) 🔁 Generate PDF Time Zone G ▼ 🔼 Generate Injury Log * Hazard No. 0205 Reedback Form 2 characters left 🗖 OSHA 300 Equiv. Log Abnormal egress = Unable to (e.g. 0105 for first hazard of FY 05) Logout *Was there abnormal egress? O Yes O No Reset | egress the aircraft in the *Was anyone injured in the event? C Yes No Reset normal" way. *Was anyone injured in the event? C Yes No Reset normal" way. Data Retrieval (JReport) Pre-formatted Reports ·Custom Reports Event Narrative ON 19 APRIL 2005 AT APPROXIMATELY 1720L, AC this block. Write as much 🖳 My Reporti 403 RETURNED TO NAS FALLON FOLLOWING A LOCAL AREA TRAINING SORTIE. AC ENTERED THE BREAK IAW LOCAL COURSE RULES AND UPON as you want, there is no DIRTY UP PILOT NOTICED ONLY THE NOSE LANDING GEAR INDICATED DOWN AND LOCKED. limit to this space. AT THE 90 DEGREE POSITION, PILOT MOVED Recommendations * Indicates required field must be entered before moving to next screen Data Entry Complete CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS. -- Validate

Next

PREVIOUS SECTION OR SCREEN

🛈 🦳 Manage My Report

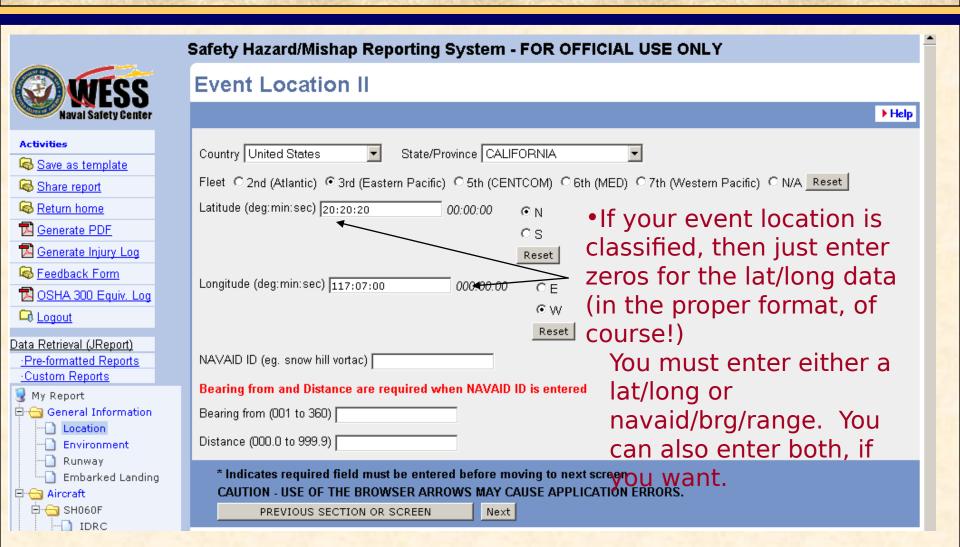


Navigating Drop-Down Menus

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY Event Location II ▶ Help Activities State/Province Country Ubekistan BASH Ubekistan ern Pacific) O 5th (CENTCOM) O 6th (MED) O 7th (Western Pacific) O N/A Reset Fleet Save as template Udanda Ukraine: Share report Ship is Reset United Arab Emirates Most drop-down menus can Return home United Kingdom Body of be more easily navigated by United States Generate PDF Unknown Country Latitude 00:00:00 ON typing the first letter of your R Generate Injury Log Uruquay |Vanuatu 0sReedback Form desired entry, then either Vatican City Reset SHA 300 Equiv. Log Venezuela scrolling down to find your Logout Longitude (deg:min:sec) [000:00:00 specific entry or continuing to $\circ w$ Data Retrieval (JReport) ·Pre-formatted Reports type the first letter of the Reset ·Custom Reports entry into the box until the NAVAID ID (eg. snow hill vortac) 🖳 My Reporti 🗓 🦲 General Information desired selection appears. Bearing from (001 to 360) [Aircraft Involved Persons Distance (000.0 to 999.9) [Involved Factors Recommendations * Indicates required field must be entered before moving to next screen Next Back ⊞ anage My Report

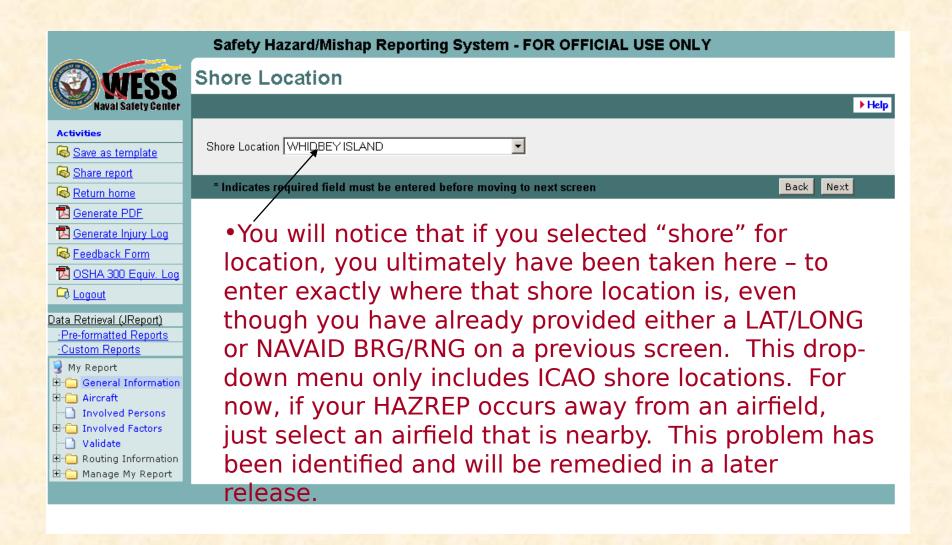


Event Location



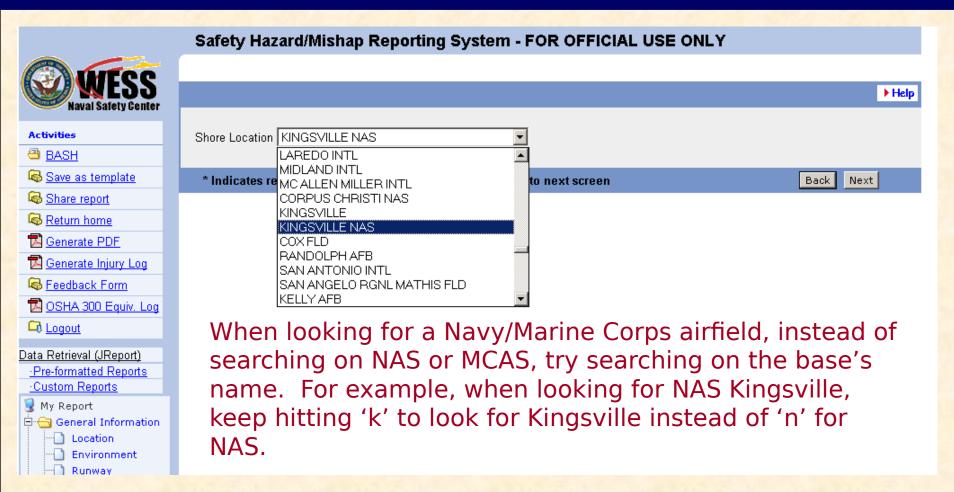


LOCATION ANOMALY





Finding your Airfield



For USN/USMC airfields, you'll see them listed twice, e.g. Kingsville and Kingsville NAS, as shown above. Choose the NAS/MCAS version.

HAZREP sharing

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY Aircraft - Identification ▶ Help Now you're starting to enter aircraft Activities * Branch of Service Navy Save as template data... C Marines Share report ○ Army What if there was a second aircraft C Air Force 🗖 Generate PDF C Coast Guard from another squadron involved in 🔁 Generate Injury Log Civilian Commercial your HAZREP, and you need the Reedback Form Civilian Private 🗖 OSHA 300 Equiv. Log other squadron to put in that data? C Foreign Commercial Logout Logout C Foreign Military You can share your HAZREP by Data Retrieval (JReport) Other. Pre-formatted Reports selecting 'Share Report' from the Other - Us Government ·Custom Reports Activities navigation tree to the left. My Report O Unknown / N/A 庄 🦲 General Information Unknown Military Reset Note: If this is a BASH or ATC event select unknown if unknown aircraft was involved Recommendations Select the aircraft controlling custodian COMNAVAIRLANT (CNAL) Data Entry Complete Validate If Other-US Government, please specify ⊕ anage My Report If Other, please specify [* Did this aircraft have intent for flight? • Yes • No Reset * Indicates required field must be entered before moving to next screen CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Next

PREVIOUS SECTION OR SCREEN



Who will you share with?



Activities



Save as template

Share report

Return home

🔼 Generate PDF

Benerate Injury Log

Reedback Form

🔼 OSHA 300 Equiv. Log

Logout Logout

Data Retrieval (JReport)

Pre-formatted Reports
Custom Reports

🜏 My Report

🗓 🦲 General Information

🗎 🧰 Aircraft

🗎 🧀 Involved Persons

involved Factors

············ Recommendations ············ Validate

🖶 👸 Routing Information

--- Releasing Chain --- Endorsing Chain

Community of Interest

🖹 🕣 Manage My Report

---- Release My Report

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Report Reviewer(s) Search

NOTE: To search for a person, enter the These pieces of information can be particular to the You can also enter more than one if kr		ddress.	
First Name	Last Name swanson	Email Address	Search

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

Select UID Entry

Reset to no selection

Gretchen Swanson - gretchen.swanson@navy.mil

* Indicates required field must be entered before moving to next screen CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Next

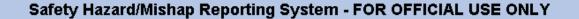
Search for your sharing victim by using their first name, last name, and/or e-mail and hitting 'Search'. When their name appears, select the radio button and hit 'Next'



▶ Help

My HAZREP moved!

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Class A/B Notification
Create New Report

to be released to any other activity or organization, or used for any purpose other than safety, without the written permission of Commander, Naval Safety Center. Ref: SECNAVINST 5720.42, OPNAVINST 3750.6R and OPNAVINST 5102.1D/MCO P5102.1B.

Not for Aviation 3750 Mishap Reporting

Your Existing Reports - Gretchen Swanson

Create From Template

Activities

Maintain Account

Search/Edit Submitted Reports

Notifications

BASH

Reedback Form

Return Home

🔼 OSHA 300 Equiv. Log

Logout Logout

Data Retrieval (JReport)

Pre-formatted Reports
Custom Reports

My Draft Reports (1) Edit Submitted Reports (1) Shared Reports (3) Lejected by Routing Chain (0) Notifications (12) Rejected by NAVSAFECEN (0) Routed for My Review (2) Endorsements Needed (?)

Shared Reports

Delete	Serl# Date	Description
□ <u>1116</u> 8	593695916 28 March 2005	AIRCRAFT EXPERIENCED COMPRESSOR STALL DURING SAREX.
□ <u>1116</u> 5	593695916 28 March 2005	AIRCRAFT EXPERIENCED COMPRESSOR STALL DURING SAREX.
□ <u>1116</u> 4	<u>439195245</u> 9 March 2005	during day sonar operations, cable reeling machine failed to raise son

When you choose to share your HAZREP, it will move from your Draft Report tab to your Shared Report tab. Your sharing victim will also see this HAZREP in their Shared Report tab and can now make changes/additions as required.



▶ Help

Entering Aircraft Info

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



Activities

BASH

Save as template

Return home

B Generate PDF

B Generate Injury Log

Reedback Form

SHA 300 Equiv. Log

Logout

Data Retrieval (JReport)

Pre-formatted Reports
Custom Reports

🜏 My Report

🖆 🧀 General Information

- Aircraft

Involved Persons

Involved Factors

🗎 Validate

🗎 🧀 Routing Information

⊞ — anage My Report

Involved Aircraft

This is where you start entering aircraft information. Hit the "Add New Entry" button to get started.

This is an Add / Edit / Delete screen. To use this screen:

- . To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

Back

Next

▶ Help



Redundant Question?

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY Aircraft - Identification ▶ Help Activities * Branch of Service C Navy 🕮 BASH Marines Save as template ○ Armv Share report C Air Force Return home Coast Guard 📆 Generate PDF If you are reporting a Civilian Commercial 🔁 Generate Injury Log **Navy/Marine Corps** Civilian Private Reedback Form aircraft, you must select a C Foreign Commercial 🗖 <u>OSHA 300 Equiv. Log</u> Foreign Military **Controlling Custodian from** 📮 Logout C Other the list. DO NOT SELECT Data Retrieval (JReport) Other - Us Government ·Pre-formatted Reports N/A! Unknown / N/A ·Custom Reports It may seem like you already Unknown Military 🖳 My Reporti <u>⊕</u> General Information Reset answered this question on an Note: If this is a BASH or ATC event select unknown if praircraft was involved earlier screen, but if there is --- Involved Persons Involved Factors Select the aircraft controlling custodian 4MAW more than one aircraft -- Validate If Other-US Government, please specify involved, there's the If Other, please specify potential that one intended to fly while another did not * Did this aircraft have intent for flight? O Yes O No Reset * Indicates required field must be entered before moving to next screent end to fly.

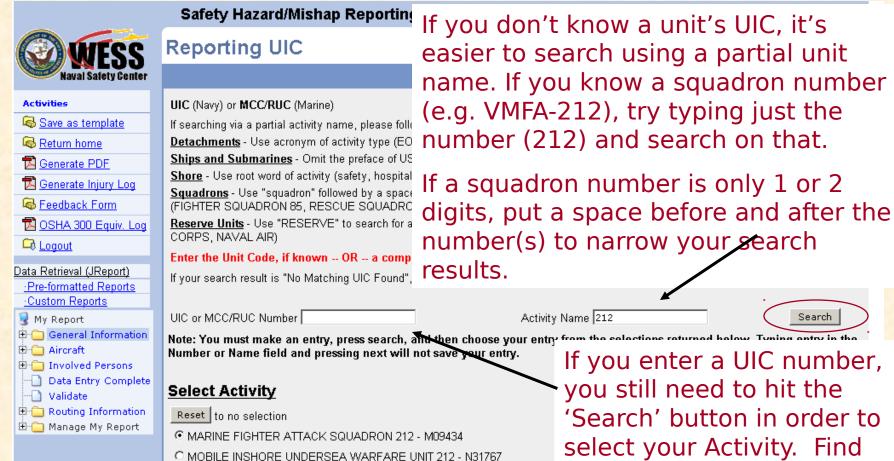








Finding an Unknown UIC



If you enter a UIC number, you still need to hit the 'Search' button in order to select your Activity. Find the right unit, click on its radio button, and hit 'Next' at the bottom of the screen.

Marines: DO NOT use your RCC/MUC. Use your UIC!

* Indicates required field must be entered before moving to next scr CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICAT

Next

VMFA-212 MAG-12 1ST MAW - MVFA01212

PREVIOUS SECTION OR SCREEN



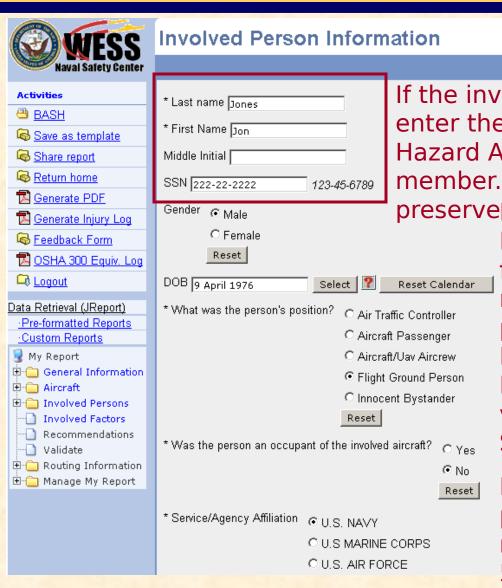
Search

People Data

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY **Involved People** ▶ Help Activities Save as template PILOT 1 HAZREP MAINTAINER HAZARD Hit "Add New Entry" to Return home enter data entry screens Generate PDF Generate Injury Log for a New Involved Reedback Form Person. SHA 300 Equiv. Log Add New Entry Edit Entry Delete Entry Logout 🖵 Data Retrieval (JReport) This is an Add / Edit / Delete screen. To use this screen: ·Pre-formatted Reports . To add an entry, select the Add New Entry button ·Custom Reports • To edit an entry, select the entry in the box and select the Edit Entry button 🖳 My Reporti • To delete an entry, select the entry in the box and select the Delete Entry button To move past this screen without an entry, select the Next button Back Next --- Recommendations Data Entry Complete - Validate ⊕ □ Routing Information 进 🦳 Manage My Report



Names and SSNs



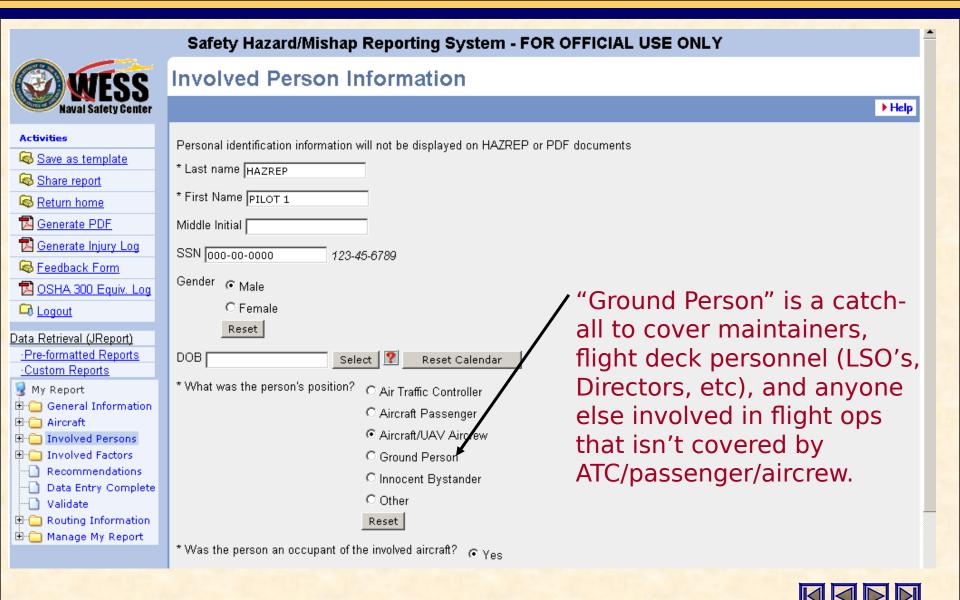
If the involved person is NOT injured, enter their name as Hazard Pilot 1, Hazard Aircrew 1, etc, for each crew member. Use a SSN of 000-00-0000 to preservel princary volved person WAS

INJURED, you are required by federal law to enter their actual name and SSN for injury tracking purposes. That data SHALL REMAIN INTERNAL TO NAVSAFECEN and cannot be viewed by anyone outside the Safety Center.

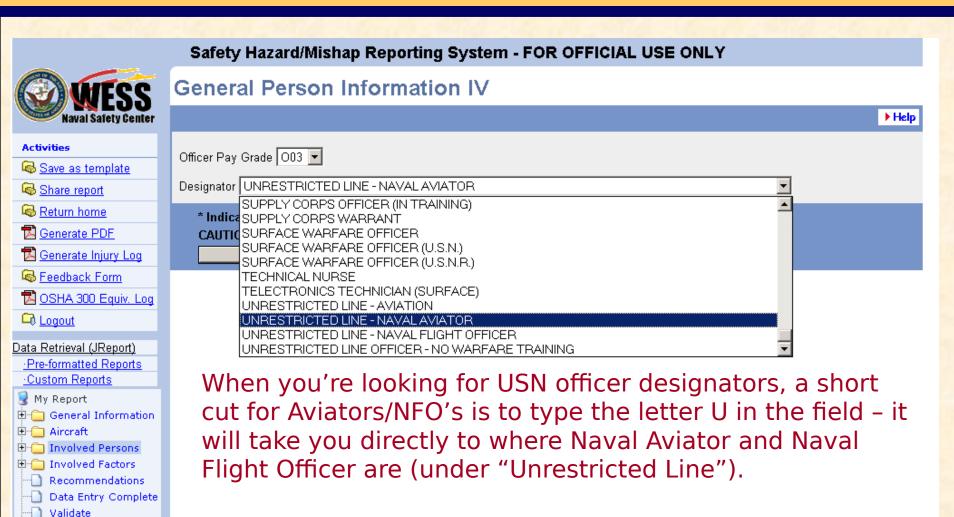
▶ Help

If you don't enter the **injured** person's data here, you are required to submit a separate 5102 report, which is a duplication of your efforts here.

What's a Ground Person?



Finding a Designator



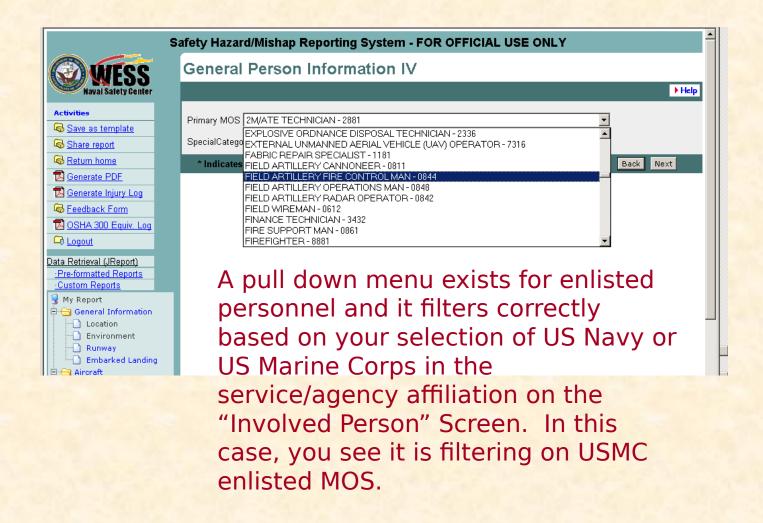
⊕ □ Routing Information

Designator list.

You can also just scroll all the way to the bottom of the

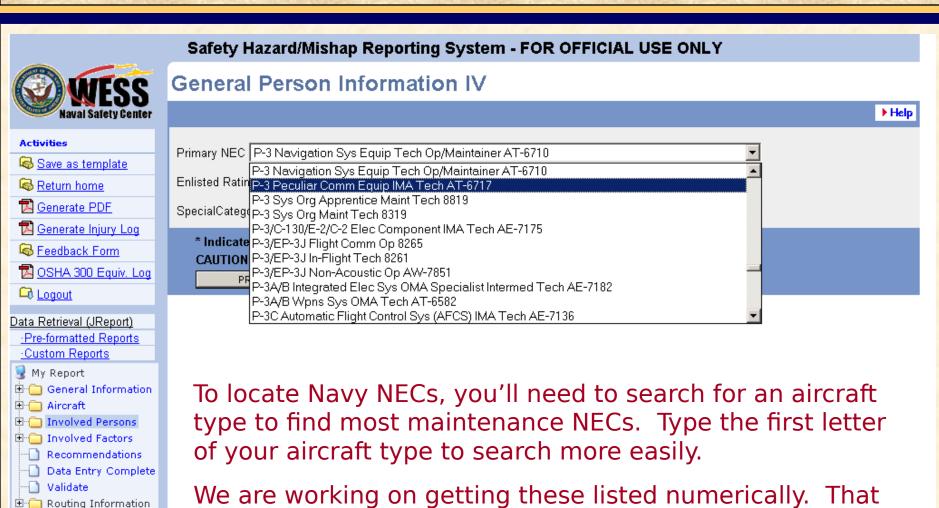


Enlisted NEC/MOS menus





Finding Navy NECs



fix will appear in a future upgrade.



Human/Material Factors

This is the end of part 1.

To learn how to enter Human-related causal factors (the Who/Why/Why) and recommendations, go to Part 2.

To learn how to enter Material-related causal factors (Component/Mode/Agent) and recommendations, go to Part 3.

To learn about creating your internal chop chain, and external endorsement chain, go to Part 4.

